

# LESSON 03

## Reports

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### Objectives

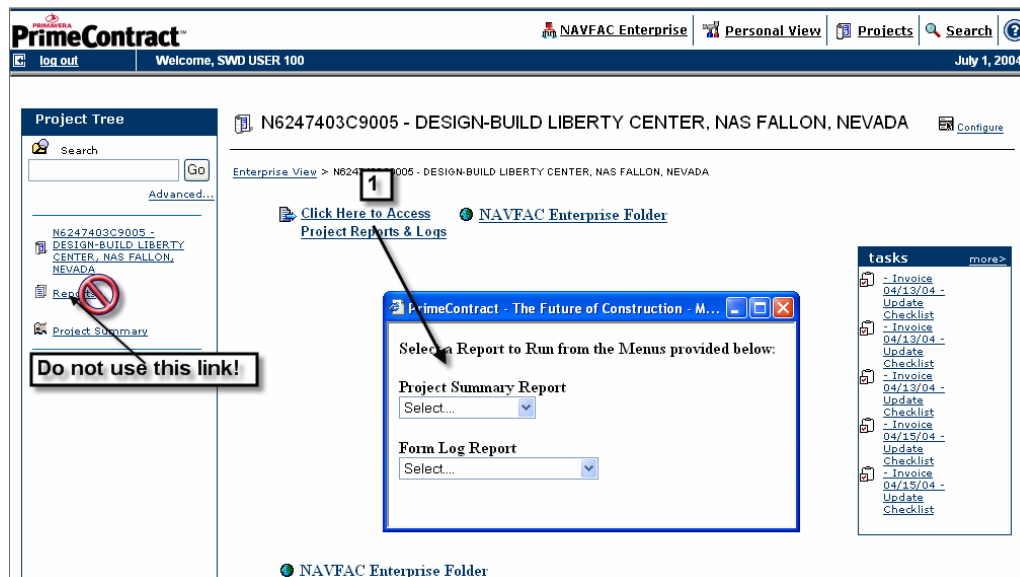
This lesson will provide the user with an overview of the Reports capability. At the completion of this lesson the participant will be able to:

- View a report
- Print a Report
- Save a Report to local computer

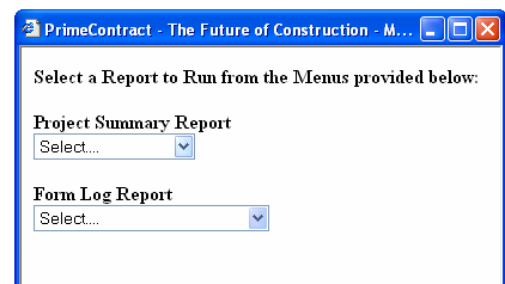
This feature will be available for contractors in December 2004.

# View a Report

- We will demonstrate how to view a report and save the reports to your computer.
- We will use the N6247403C9005 - DESIGN-BUILD LIBERTY CENTER, NAS FALLON as an example.
- We will navigate to “N6247403C9005 - DESIGN-BUILD LIBERTY CENTER, NAS FALLON” project.

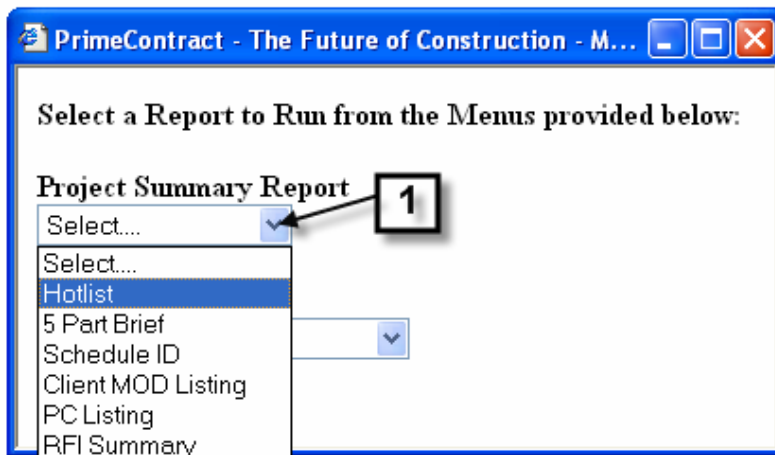


- Click [Click Here to Access Project Reports & Logs](#) [1]
- The following window will pop up

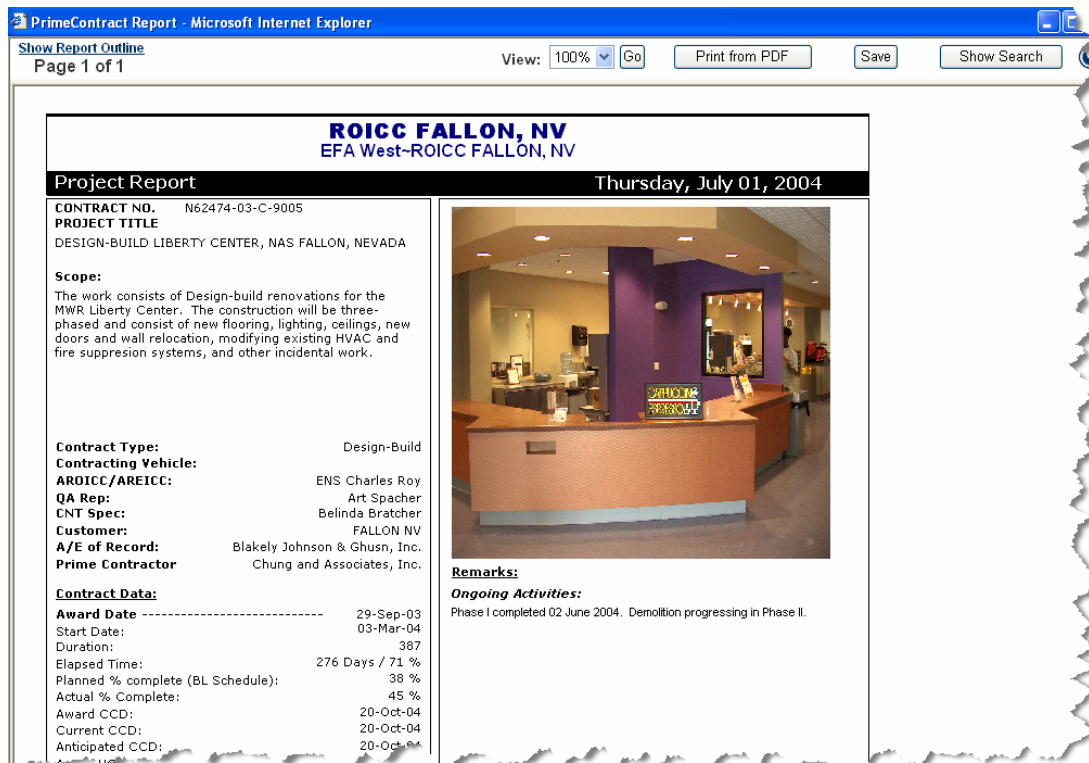


## View a Report (Contd...)

- From the Project Summary Report drop-down menu, select Hotlist report [1]



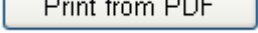
- The following report will appear:

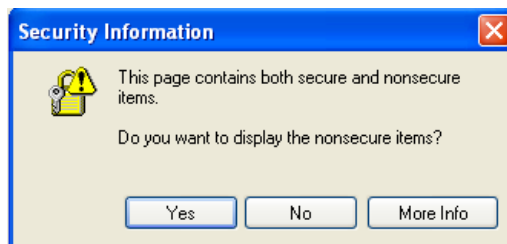


## View a Report (Contd...)

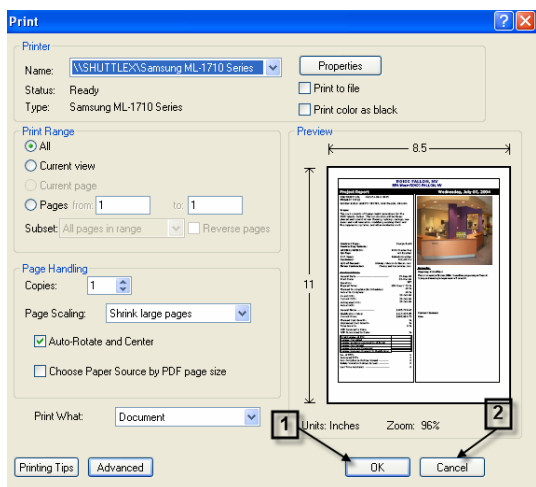
- You have the options: [ to print the report [1] or save the report [2]]



- When you click on Print from PDF ,
- The Security Information Box will appear. Click on Yes.

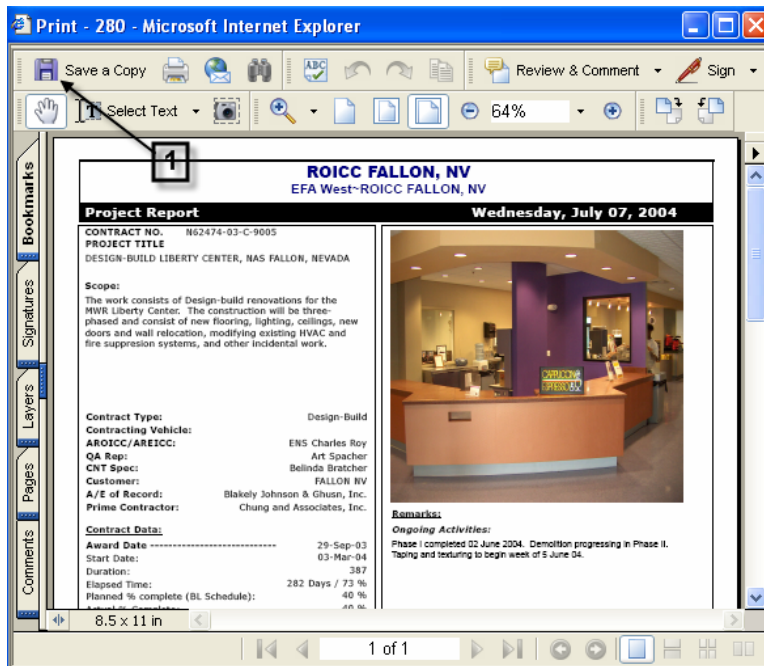



- The Print Dialog Box will appear. Click  to print [1] otherwise Click .

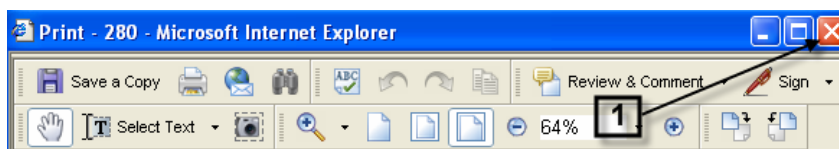


## View a Report (Contd...)

- When click on , PDF View window will appear.



- Click on  Save a Copy [1] to save the file to your computer. Then select the location and give it a name and the report is saved.
- Click on the “X” on top- right side of the window [3]



- The report window will appear. Click on the “X” on top- right side of the window [1] to close the report.



## View a Report (Contd...)

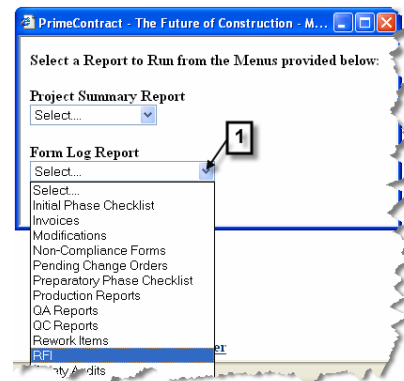
- The Project main page will appear.

- Click [Click Here to Access Project Reports & Logs](#)

- Click on Form Log Report. [1]

- Select RFI

- The RFI Log report will appear:



Show Report Outline Page 1 of 1 View: 100% Go Print from PDF Save Show Search

### RFI Log

1 2

<b>Contract/TO:</b> N6247403C9005 <b>Title:</b> DESIGN-BUILD LIBERTY CENTER, NAS FALLON, NEVADA <b>Location:</b> FALLON NV						
<b>Total Number of RFI's:</b> 6 Open:4 Closed:2		<b>Priority (Open)</b> Urgent:0 Normal:4	<b>RFI Age</b> Average:8 Hi: 22 Low: 0			
Status	Priority	PC RFI #	Date Sent	Date Closed	RFI Age	Links
<b>OPEN</b>						
	<b>NORMAL</b>					
		11	6/9/2004		22	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		13	6/16/2004		15	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		14	6/30/2004		1	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		16	6/30/2004		1	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
<b>CLOSED</b>						
	<b>NORMAL</b>					
		4	4/28/2004	4/28/2004	0	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>
		9	6/9/2004	6/16/2004	7	<a href="#">View Form</a> <a href="#">Status</a> <a href="#">Attachments</a>

- You have the options to print [1] or save [2] the report.
- Close the report window.

## View a Report (Contd...)

- You will return to the main page
- The ROICC Engineer will upload most of the reports into report folder #13. Here is the view of the report folder:

The screenshot displays a web application interface for viewing reports. On the left, a list of folders is shown, with '13. Reports' highlighted and labeled with a red box and the number '1'. An arrow points from this box to the right-hand pane. The right-hand pane shows the contents of folder '13. Reports', with a sub-folder '13.3 View Selected PDF Reports (KTR)' highlighted and labeled with a red box and the number '2'. An arrow points from this box to a third red box labeled '3' at the bottom, which highlights two PDF files: 'Fallon Design Built Five Part Brief Report 5 July.pdf' and 'Fallon Design Built Hotlist Report 4 July.pdf'.

Type	Info	Name	Size	Full
Folder		01. Correspondence		
Folder		02. Daily Reports		
Folder		03. Submittals		
Folder		04. Requests For Information		
Folder		05. Invoices/Payrolls/Labor Interview		
Folder		06. Schedules		
Folder		07. Safety/Environmental		
Folder		08. Photos		
Folder		10. Constructability Reviews		
Folder		11. Commissioning		
Folder		12. Closeout		
Folder		13. Reports		
Folder		14. Contract Items		
Folder		15. Contract Drawings		
Folder		16. Contract Specifications		
Folder		18. Miscellaneous		
Folder		21. Minutes		

Type	Info	Name	Size	Full
Folder		13.3 View Selected PDF Reports (KTR)		
File		Pages from test res.pdf		

Type	Info	Name	Size	Full
File		Fallon Design Built Five Part Brief Report 5 July.pdf		
File		Fallon Design Built Hotlist Report 4 July.pdf		

- Based on your need, the ROICC Engineer will run the required reports and post them in folder #13. They will continue to do this until the reporting capability is made available to the contractors.

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